

SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN

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EMPLOYMENT OPPORTUNITY

CLERK I/II

Level I: \$1559 - \$1,903, monthly approximate

Level II: \$1,913 - \$2,335, monthly approximate

Exam # 0072

FILING DATE: APPLY IMMEDIATELY. Applications will be accepted until cancellation of this notice which may occur at any time with or without notice. Resumes will not be accepted in lieu of applications. **APPLY ONLINE AT www.kern.courts.ca.gov.**

APPLICANTS MAY APPLY ONLINE AT www.kern.courts.ca.gov IF APPLYING ONLINE, FAX ANY APPLICABLE CERTIFICATES TO 661/861-2207.

MINIMUM QUALIFICATIONS:

Level I: Any combination of training and experience which provides the following knowledge and/or abilities: Knowledge of alphabetical and numerical sequences; proper telephone procedures; proper grammar, spelling and punctuation. Ability to read English; work under pressure; follow both oral and written instructions; read and verify information; verbally communicate effectively in English; work independently; exercise judgment and discretion; communicate in written form; handle cash and make change; read and interpret charts, graphs and tables; operate office machines; perform simple arithmetical calculations.

Level II: In addition to the above, the Clerk II position requires one (1) year of experience performing clerical work.

Bilingual (English/Spanish) candidates are encouraged to apply. Applicants who wish to be considered for bilingual employment must submit a Bilingual Certificate issued by an authorized agent by the filing deadline. Employees who occupy positions designated as bilingual are paid dependent upon their required level of proficiency and utilization of skills.

ESSENTIAL FUNCTIONS:

Level I: Files materials in alphabetical, numerical and chronological order; locates files; scans files for information; reviews forms for completeness and accuracy; enters corrections and other information onto forms, cards, and documents; keeps numerical information in log form; makes arithmetic calculations; sorts and distributes mail and other materials; prepares new files, deletes obsolete materials from files; answers the telephone routing calls to the proper person; greets and directs the public; answers routine questions concerning department procedures; operates various office machines; operates a cash register and makes change.

Level II (In addition to the above): This class is distinguished from Clerk I by duties requiring a working knowledge of specialized subject matter.

APPRAISAL (Weight 100%): of training, education, experience, interest and personal fitness for the work based on any combination of the following: Investigation, written exam, oral exam, and rating of application. Only the most qualified candidates, based on submitted application materials, will be accepted. All applicants meeting the minimum qualifications are not guaranteed advancement to the interview phase of the examination. The Court does not discriminate against the disabled. Please advise the Human Resources Department if you will require special accommodation to participate in the examination.

CONTACT INFORMATION:

Attn: Human Resources

Superior Court of California, County of Kern

1415 Truxtun Ave, 2nd floor

Bakersfield, CA 93301

PHONE: 661-868-4957

FAX: 661-861-2207

E-MAIL: WMHR@kern.courts.ca.gov

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process guarantees appointment to Court vacancies.

Please note: This job bulletin is not a complete job description.

LFN 04/26/06

JS: 3233/3234